



City of Leominster Position Description

General Foreman – Water/ Sewer/Storm Water

Department: Public Works
Division: Forestry/Highway
Reports to: Director of Public Works
Effective: November 2016
FLSA Status: Exempt

Job Code:
Class: S-8
Union: Non-Union
Location: DPW

Position Purpose:

The purpose of this position is to perform administrative and supervisory work in directing the operations for the Department of Public Works. The managerial oversight consists of the Water, Sewer, and Storm Water, Departments, and the outside contractor support. The General Foreman is responsible for maintaining and improving upon the efficiency and effectiveness of the aforementioned.

Supervision:

Supervision Scope: Performs highly responsible work of both an administrative and technical nature requiring the exercise of initiative and independent judgment in the maintenance of roads, water system, sewer utilities, and storm water management, and related equipment.

Supervision Received: Works under the general direction of the Director of Public Works. Must have the ability to coordinate projects with other General Foreman.

Supervision Given: Participates in hiring staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with city policies. Supervises contracted snowplow operators during snowstorms and any hired vendor when necessary.

Job Environment:

Work is performed outdoors, near hazards associated with construction sites and subject to variable weather conditions as well as under typical office conditions.

Operates standard office equipment, including computer; operates automobile or other related equipment.

Makes frequent contacts with other city departments, the general public, consulting engineers, contractors, funeral home directors, utility companies, state and federal officials, and vendors. Communicates in person and by telephone and involves discussing technical information.

Has access to confidential information related to the Department of Public Works, which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in danger to public health and safety, and lower standards of service; could cause time and monetary loss, damage to buildings/equipment, as well as legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Administers and oversees the operations of the Department of Public Works; supervises snow removal, snow plowing, and surface treatment operations. Coordinates emergency operations and activities that require Public Works assistance.

Supervises the care and maintenance of city water system and related installation, sewer system upgrades and maintenance, and storm water management related implementation..

Assesses all departmental needs and determines priorities and staffing requirements along with assignments to specific personnel jobs. Routinely inspects operations and projects in progress regarding City and privately contracted work to ensure compliance with established practices, procedures, and safety measures.

- Provides technical advice and assistance to Foremen.

Coordinates highway planning, construction and funding with state, county, and other municipal officials.

Answers citizen inquiries regarding Public Works, investigates complaints, provides information on rules and regulations, and formulates plans with citizen input to effectively deal with neighborhood concerns.

Provides budget-related information to the Director of Public Works for use in the preparation of department salary and expense budgets. Strategically plans and coordinates for capital equipment replacement and maintenance schedules.

Ability to communicate professionally via email, written correspondence, telephone and in person.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school Education; seven years of progressively responsible public works construction or maintenance experience; at least five years of supervisory experience; or any equivalent combination of education and experience. Grade 3D water license and EIT/PE preferred or ability to obtain.

Special Requirements:

Massachusetts Class B Commercial Driver's License. Hydraulic license strongly recommended.

Knowledge, Ability and Skill:

Knowledge : Substantial knowledge of the materials, tools and equipment, methods, and techniques relative to road construction and maintenance , vehicle maintenance, park maintenance, turf and tree care, snow and ice management. Should have the ability to inspect and approve private contractor utility work as needed. Must have the ability to be involved in all aspects of the Chapter 90 process.

Ability: Ability to plan, assign, supervise, coordinate and review the work of subordinates. Ability to read, interpret and apply drawings and specifications for work supervised; ability to enforce regulations firmly, tactfully, and impartially; ability to write contract specifications for equipment and supplies. Ability to operate a keyboard and maintain a computer program. Use of Microsoft office products a must. Must be able to adapt to new technology as it evolves. Ability to communicate effectively both orally and in writing.

Skill: Skills in operating above mentioned equipment and latest technology. Strong interpersonal skills. Must have the ability to tract and document daily work and record keeping.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Works in a functioning DPW shop and is exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. Frequently required to stand, walk, climb, crouch, and lift heavy objects. Operates motor vehicles and various automotive equipment. Work is also performed outside in all weather conditions and offsite on road service calls.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

No Phone Calls Please

Interested candidates please submit a cover letter and resume to
Wendy Hurley, Human Resources Director, whurley@leominster-ma.gov

By June15, 2017

*The City of Leominster is an Equal
Opportunity Employer*